

New Jersey Department of Education
Offices of Bilingual Education and Equity Issues and Bureau of Planning and Entitlement Grants
EMERGENCY IMMIGRANT EDUCATION PROGRAM
Fiscal Year 2002 Amendment Application Project Period 9/1/2001 to 8/31/2002

1. PROJECT NUMBER: EIEP 02 2. :LEA: 3. County:

4. Contact Person: 4a. Tel. # 4b. Fax #

5. Address: 6. Approved Award FY 2002 \$

7. List reason(s) funds will not be expended as approved. Attach a separate sheet if necessary.

8. EXPENDITURE CATEGORY	8a. FUNCTION OBJECT CODE	8b. FAMILY LITERACY	8c. INSERVICE TRAINING PERSONNEL	8d. ACADEMIC CAREER COUNSEL	8e. BASIC INSTRUCTIONAL SERVICE	8f. ED SOFTWARE TECH	8g. TOTAL
INSTRUCTION: Personnel Services - Salaries	100-100						
Purchased Prof. & Tech. Services	100-300						
Other Purchased Services	100-500						
General Supplies	100-600						
Other Objects	100-800						
SUBTOTAL INSTRUCTION							
SUPPORT SERVICES							
Personnel Services - Salaries	200-100						
Personnel Services-Employee Benefits	200-200						
Purchased Prof.-Ed Services	200-300						
<i>Purchased Prof. - Ed. Serv.</i>	200-320						
Purchased Property Services	200-400						
Other Purchased Services	200-500						
<i>Travel</i>	200-580						
Supplies and Materials	200-600						
Other Objects	200-800						
<i>Indirect Costs</i>	200-860						
SUBTOTAL - SUPPORT SERVICES							
FACILITIES ACQUISITION & CONST SERVICE							
Buildings (Use Charge)	400-720						
Instructional Equipment	400-731						
Noninstructional Equipment	400-732						
SUBTOTAL - FACILITIES ACQ & CONSTR							
Schoolwide Programs: Abbott	520-930						
Schoolwide Programs: Non-	520-932						
TOTAL FUNDS							
GRAND TOTAL FUNDS							

9. To the best of our knowledge, we certify that this report is accurate.
 Approved by Chief School Administrator: (Signature): _____ Date: _____
 Approved by Board Secretary/Sch. Bus. Admin.: (Signature): _____ Date: _____
 Board Approval Date: _____

FY 2002 Budget Amendment Approval For State Use Only

Denied		Approved		Date:	OBEEI Signature:
Denied		Approved		Date:	OGMD Signature:

INSTRUCTIONS FOR COMPLETING AMENDMENT APPLICATION FORM

NOTE: An Amendment Application must be submitted for the following reasons:

- The sum of all changes (measured cumulatively throughout the fiscal year) to a approved budget that exceeds fifty thousand dollars (\$50,000) or 10% of the total approved budget, whichever is less, or
- Transferring funds from an approved line item category to an unopened line item category, and/or
- Budget changes that will result in changes to the scope, objectives or timing of the program.

Items 1 – 5 Complete all the identifying information.

Item 6 Enter your district's approved FY 2002 award.

Item 7 Provide a brief but specific explanation of why funds will not be expended as originally approved. Clearly indicate the changes proposed (e.g. change in goals, objectives, and activities).

Items 8b – 8f Enter the total of the amendment for each line item.

Item 8g Enter the total for each line item and total at the bottom under grand total funds.

Item 9 Chief School Administrator and Board Secretary/School Business Administrator sign and date.
Provide date that the
Amendment Application was approved by the board of education.

Send the original of this Amendment Application by May 31, 2002 to:

Arturo Lopez, Acting Director
New Jersey Department of Education
Office of Bilingual Education & Equity Issues
P.O. Box 500
Trenton, New Jersey 08625-0500

Please maintain a copy of the application in the district office.

New Jersey Department of Education
Office of Bilingual Education and Equity Issues
EMERGENCY IMMIGRANT EDUCATION PROGRAM FY 2002
Budget Detail

LEA Name: _____

Project Number: EIEP - 02

Expenditure Category	Function Object Codes	Description/Itemization	Family Literacy	Inservice Training Personnel	Academic Career Counsel	Basic Instr Serv	Ed Software Tech	Total
		Totals:	\$	\$	\$	\$	\$	\$

INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE
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Use as many budget detail pages as needed.

Enter LEA name and project number.

Complete each column as described below for those costs to be fully or partially paid from EIEP:

Expenditure Category column: List the expenditure categories in the same order as they appear on the Budget Summary.

Function Object Codes column: List the appropriate GAAP codes as they appear in the Budget Summary.

Description/Itemization column: List/describe the items(s) to be funded in each category by the five (5) areas as defined in the Budget Summary instructions. For the salary categories, list each position **separately** by title. Indicate if the employee receives a summer/stipend pay.

Note: Employee benefits (200-200) Separate fringe benefits fall into two categories:
Teacher's Pension and Annuity Fund (TPAF) and social security costs (FICA)
Other fringe benefits such as health benefits and group insurance.

A minimum of 15% of the budgeted salary for each TPAF member must be budgeted for TPAF and FICA Contributions.

Equipment: The item costs more than \$2,000.

Schoolwide Programs: are programs in which Title I funds are used to upgrade the entire educational program of a high-poverty school and in which title funds may be combined from other federal, state and local sources. Programmatically, schoolwide programs must meet the "intent and purposes" of the program funds included in the school. In order to use the schoolwide function/Objective Codes these funds must be used for schoolwide reform strategies that increase the amount and quality of learning time and help provide an enriched and accelerated curriculum for all children, according to a comprehensive plan to meet the state's high standards. If you are applying under the Schoolwide Programs area, all the items will be listed under the Function Object Code 520-930 or 520-932.